PLEASE TAKE SPECIAL NOTE:

The sample Appendix entitled *"Topics Subject to Disposal Suspension"* provided with this report is from the Philip Morris Incorporated Records Management Manual and is applicable to employees of Philip Morris Incorporated. Employees of other operating companies must refer to the Appendix entitled *"Topics Subject to Disposal Suspension"* within their respective Records Management Manuals.

SEE ATTACHED SAMPLE APPENDIX

Source: https://www.industrydocuments.ucsf.edu/docs/jzmk0001